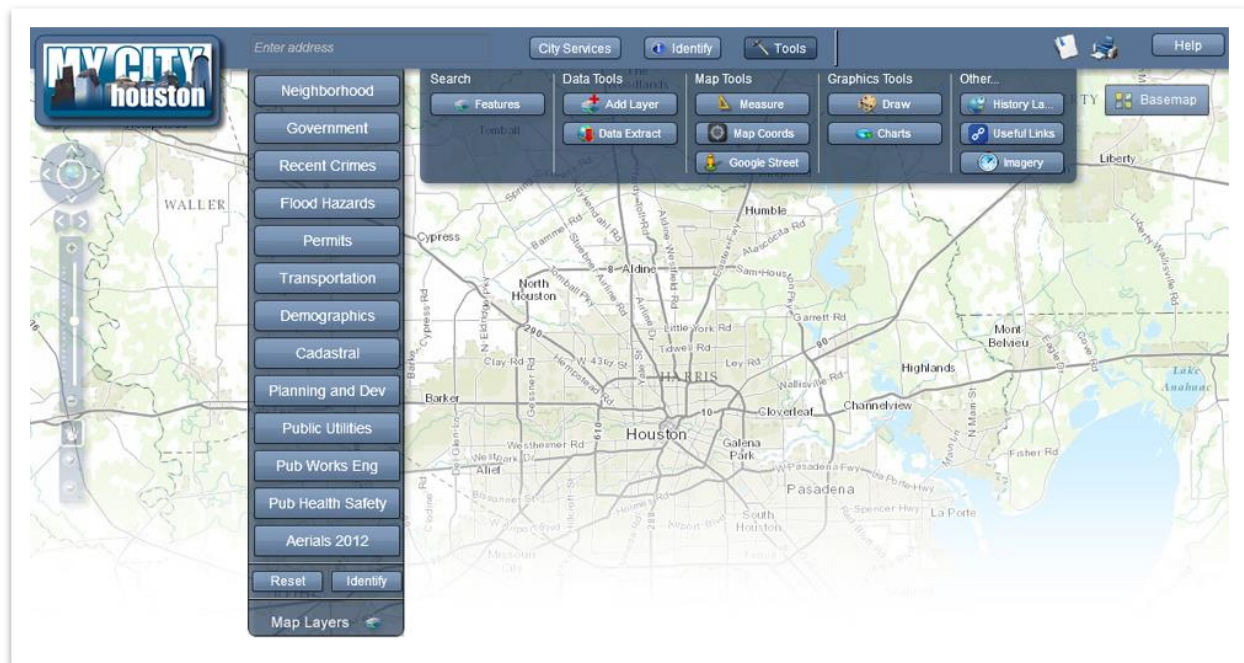


# My City Map Viewer, Version 2

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## Working with the Interface and Menus



## Contents

About My City 2 .....	3
Interface and Menus .....	3
Using the Application .....	4
Navigations Bar Tools .....	5
The My City Main Tool Bar .....	7
Using the Address Locator Tool .....	8
Using the Map Layers .....	9
Map Layer Transportation .....	10
Using the City Services .....	11
Using the Identify Tool .....	13
Using the Tools Menu .....	14
Basemap .....	15
Bookmarks .....	16
Print .....	16
Help .....	17
Legends .....	17
Minimize & Close Legends .....	18



## Enterprise Geographic Information System

### Enterprise GIS, City of Houston

Houston Information Technology Services, 611 Walker Street, 5<sup>th</sup> Floor, Houston, TX 77002

Questions or problem about **My City** can be directed to our GIS Helpline **832.393.6555**

For technical questions, please contact: [MyCityHelpDesk@houstontx.gov](mailto:MyCityHelpDesk@houstontx.gov)



## About My City 2

The '**My City Houston, Version 2**' interactive mapping web site provides the citizens of Houston a means to access the most current **geographic information systems (GIS)** data and aerial imagery (current and historical). These data are hosted within the City's enterprise GIS. Users of the web site are provided with a variety of search and identify tools to assist them in finding information relevant to their needs. Version 2 completes in 2014. However, the City's GIS data are constantly updated to assure that the data in this application are of the highest quality and as current as possible. This results from cooperation between the departments responsible for each dataset, and developing processes for regular updating each dataset.

My City 2 - <http://mycity.houstontx.gov/mycity2>

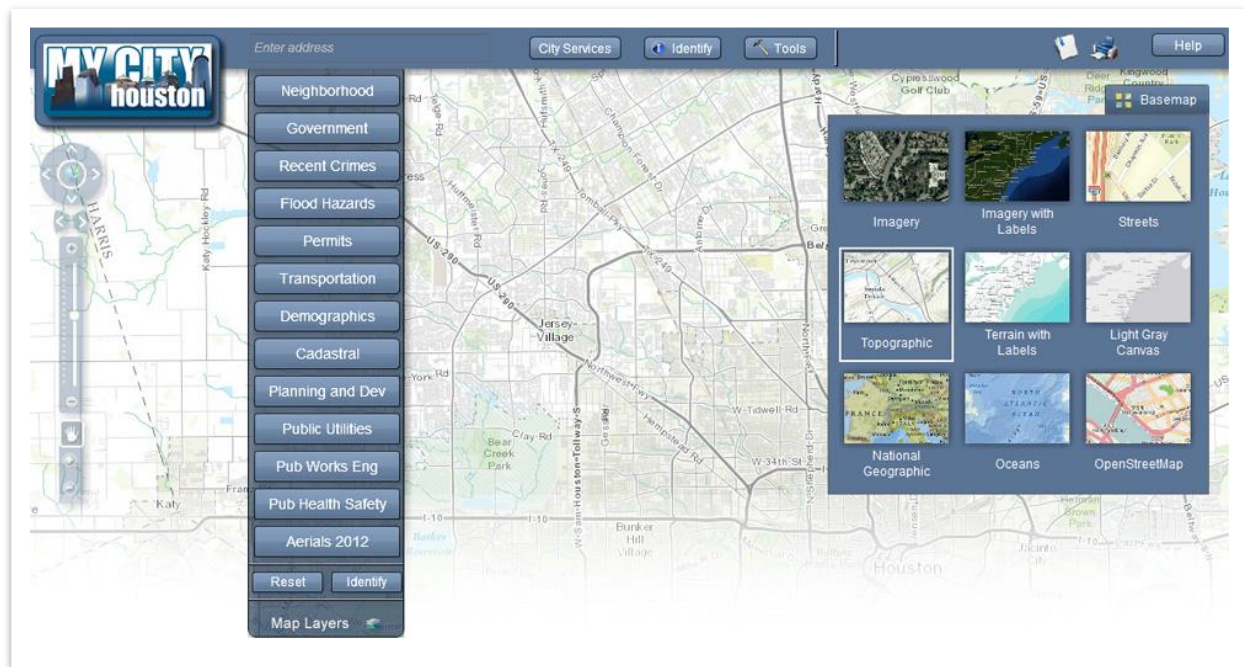


Figure 1. '**My City Houston, Version 2**' interactive mapping web site.

## Interface and Menus

To run **My City 2** mapping application, one must have a computer with an internet connection and a browser that meets the following requirements:



## My City 2 Working with the Interface and Menus Guide

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- Internet Explorer 8.0 or higher, or
- Recent versions of Google Chrome, Firefox, Safari, or Opera.
- Ensure that Adobe Flash Player version 17.0.0.188 or greater is installed.

Most computers will already have the Adobe Flash Player installed. Typically, the application update does a check to see if the correct version of the Flash Player is installed. If not, the user will be prompted to download and install an update.

In general, if the user is not using an appropriate browser version or you do not have an appropriate version of the Adobe Flash Player installed, the application will not load properly. The user may see the menus and tools load, but a gray screen where the map should be. If the browser is not able to issue a prompt indicating the need to install the Adobe Flash Player, or if the automated install process does not seem to work for some reason (browser security settings, anti-virus software issues, etc.), the user should navigate to the Adobe site (<http://get.adobe.com/flashplayer>) to download and install the Flash software manually.

## Using the Application

When the **My City 2** mapping application loads, the user will first see a gray Adobe Flash Player pre-loaded run in the middle of the browser window (it says "initializing"). After this process completes a pop-up window (see *Figure 2. On the left, below*) will be visible that includes a tabbed interface that allows the user:

- **Disclaimer** - to see application announcements (*top of disclaimer, if applicable*). And, items accessible via the **News** tab. Please take time to read the important '**Disclaimer**' before using the web site.
- **Help** - to download documents available in this section in PDF format.
- **News** - to read new items that generally announce new datasets, functionalities, and tools, or that may alert the user to a problem that has been identified.
- **About** - to read general information about the "**My City Map Viewer, Version 2**" application includes who to contact to report problems and to request additions or changes to the application.
- **Accept** - to accept the disclaimer in order that one can start using the application.



## My City 2 Working with the Interface and Menus Guide

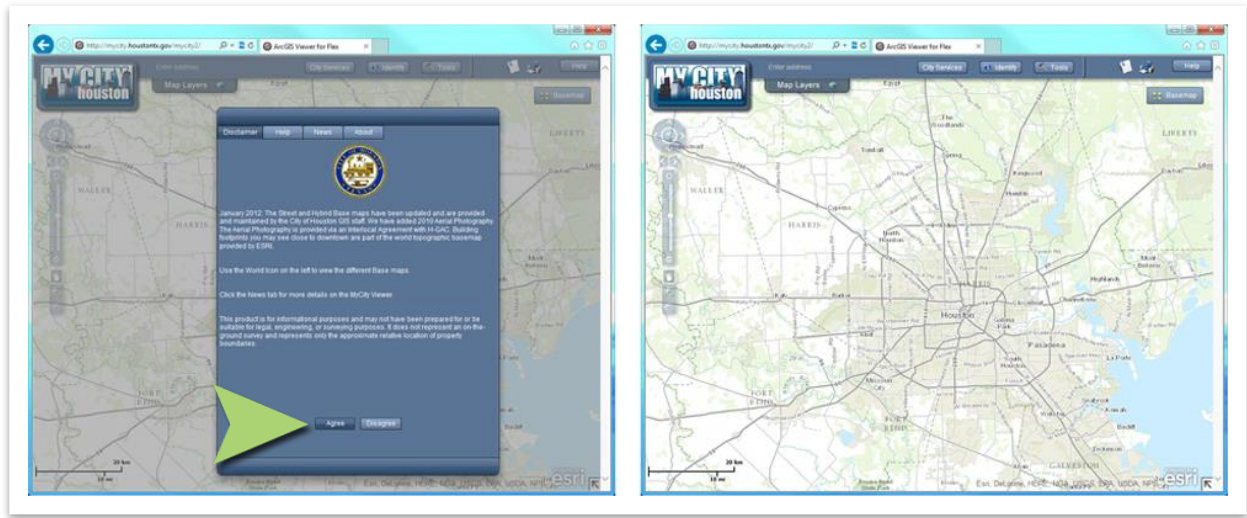


Figure 2. The Splash Screen (left), and the Adobe Flash Player interactive mapping application (right).

The user must click the "**Agree**" button to close the splash screen, and start using of the application. ("Accept and Use the Application", are according to the terms and conditions for using the site). The initial scale of the map will depend on how much browser real estate is available. The initial map display shows the '**Topographic COH Street Map**' as the background map.

### Navigations Bar Tools

The '**Full Extent**' tool (centered, "**globe icon**" of the **Navigation Bar**) sets the map location back to ("zoom back") its original position, and centering the map to its full extent view. The other navigation tools include: moving the map right, left, up, down, enlarging or minimizing it.





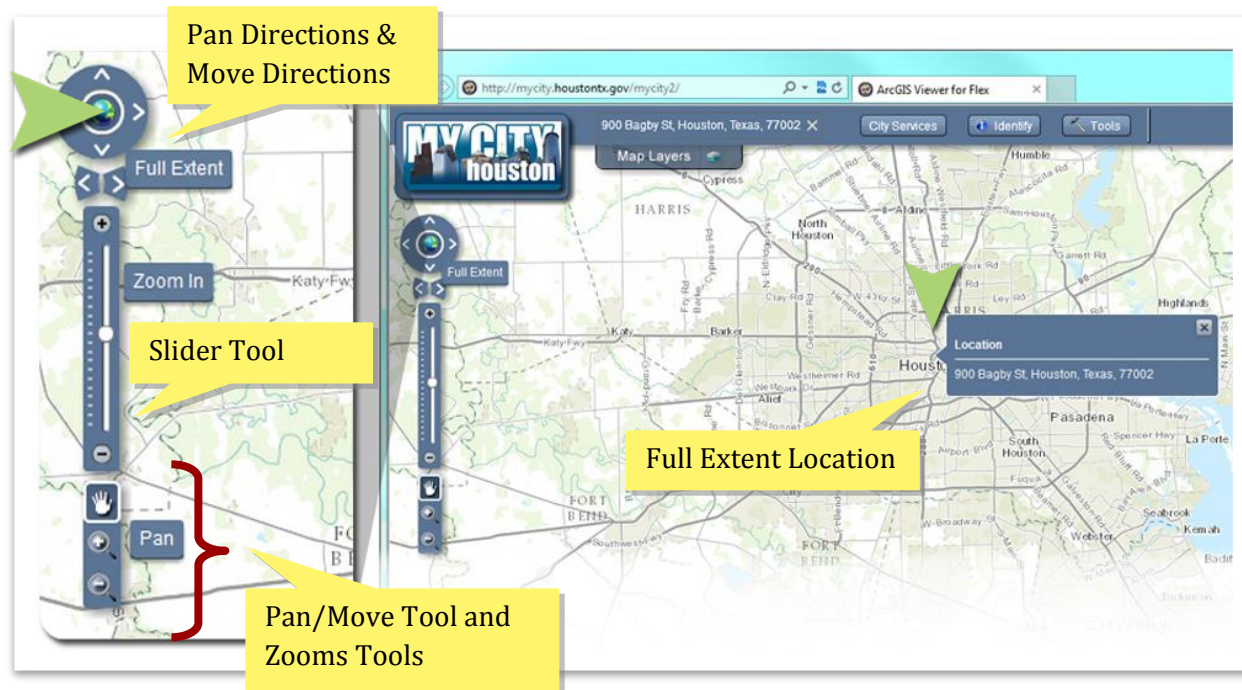


Figure 3. The Navigation Tools.

#### Navigation Tools options include:

- **Full Extent tool** – The map will zoom to full extent.
- **Pan Left, Right, Up and Down tools** – The map will be moved to the right, left, up or down.
- **Move Right and Left tools** – The map will be moved to the right or left.
- **Slider tool** – The map zoom in or out on one map scale level; the "+" icon, and the "minus" icon. Or, click on the Slider ("circled") and drag to the desired zoom level.
- **Move Hand (Pan) tool** – Helps you move around the map quickly and works similarly to a scroll bar, enabling you to navigate more quickly.
- **Zoom In tool** – The "+" icon is to 'Zoom in'. The user will be able to zoom in on an area by drawing a *rubber band box* on an area of interest (to view detailed area) on the map.
- **Zoom Out tool** – The "minus" icon is to 'Zoom out'. The user will be able to zoom out around an area of interest on the map by drawing a *rubber band box* on the portion (to view a larger area) of the map.

### The My City Main Tool Bar

When accessing the **My City Houston Map Viewer** application, the **Main Tool Bar** appears in the top portion of the browser window. The **Main Tool Bar** menu contains the search bar, smaller shortcut buttons and icons that the user can click to access the most commonly-used tools. By clicking these buttons the panels will expand so that a selection can be made. Other tools include the '**Map Layers Menu**' (see, "**Using the Map Layers**" section below).

#### Main Tool Bar options include:

- **Address Locator** – An address tool to locate (or geocode) the address from a single address string and bring back a list of addresses based on a best match.
- **City Services** – The address search tool that provides important services information of **Neighborhood, Emergency** and **Crime Services** of the address point.
- **Identify Tool** – A tool to identify the features on the map by **Point, Polyline, Rectangle and Polygon**. The identify tool performs a drill-down identify of all data in the system for a location that the user identifies by clicking on the map.
- **Tools** – Other tools available in the application, see, "**Using the Tools**" section below.
- **Bookmarks** – The tool allows the user to save bookmarks of favorite sites within the **My City 2** mapping application for specific area of interest. They are specific to that one computer and user.
- **Print tool** – Viewers can print the map and its contents including the legends and scale factor information from the '**My City 2** mapping application. Other formats include PNG, JPG, GIF, EPS, SVG, SVCZ etc.
- **Help menu** – Documents for download are available in the '**Help**' tab. Clicking the '**Help**' button from the tool bar provides other helpful instructions.



The **Main Tool Bar** consists of the search bar, buttons, shortcuts etc.

The **Main Tool Bar** also consists of the **Instant Access Tools**.

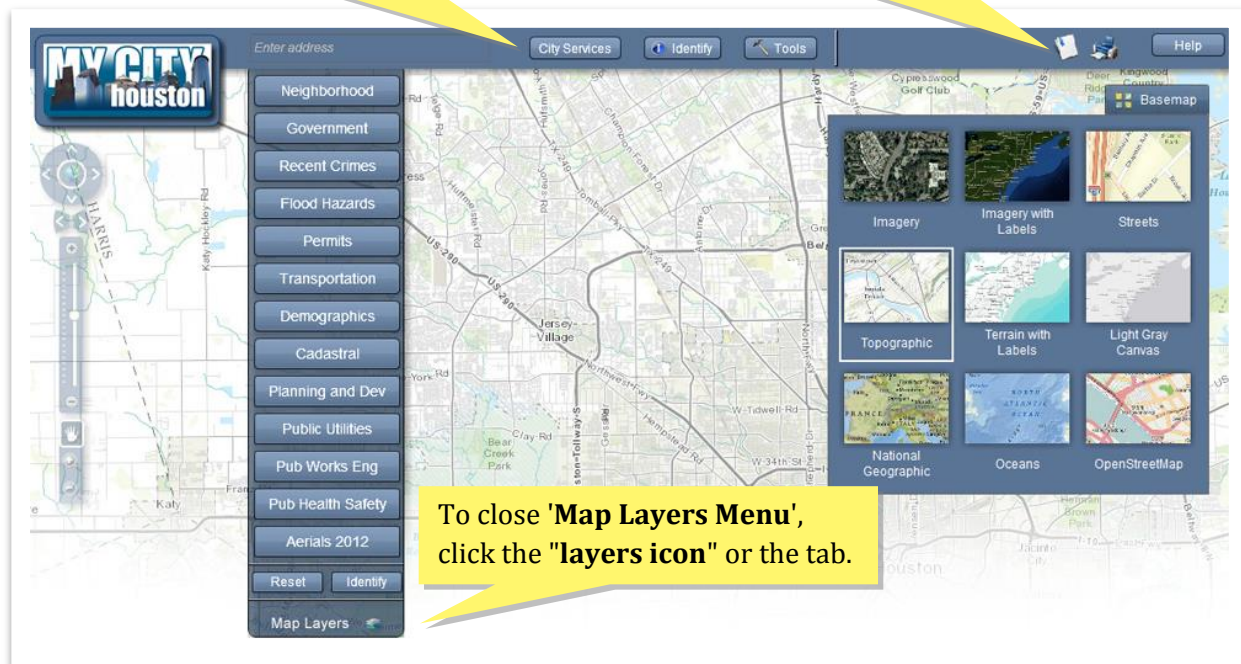


Figure 4. The Main Tool Bar (left), the Instant Access Tools (right), and the Map Layers Dropdown Menu.

## Using the Address Locator Tool

The '**Address Locator**' tool function works off a single address string and locates addresses based on a best match. The locator then provides the services of **Jurisdiction Info**, **Solid Waste Schedules** and **Police** of that specific address. Other information includes City Council Districts, Super Neighborhoods, City, County, Harris Voting Precinct, Heavy Trash Pickup, Recycle Pickup, HPD Division, HPD District, HPD Beat, etc.







Figure 5. The Address Locator.

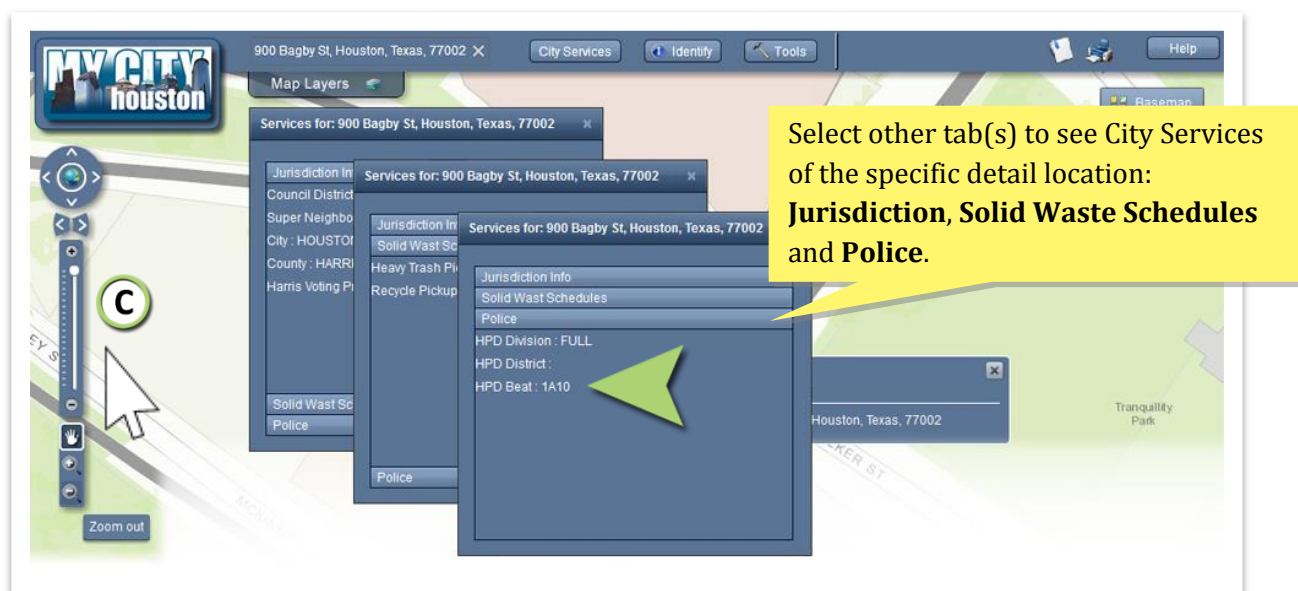


Figure 6. The Services Panels: Jurisdiction Info, Solid Waste Schedules, and the Police info.

For more information about using 'My City 2's Address Locator', download the **My City 2 User Guide** document from the **'Help Menu'** or the **'Help Tab'** on the splash screen. It can also be found on the web at <http://mycity.houstontx.gov/home/documents.html>

## Using the Map Layers

The **'Map Layers'** tool provides a quick way for users to display high interest map layers.



## My City 2 Working with the Interface and Menu Guide

**Map Layers options include:** Neighborhood, Government, Recent Crimes, Flood Hazards, Permits, Transportation, Demographics, Cadastral, Planning and Development, Public Utilities, Public Works Engineering, Public Health Safety, and Aerials 2012.

It can be minimized by a click on the "**Map Layers Tab**" or the "**layers icon**" again. Click either one to open it again. To access the **data layers**, click on any of the categories, example: **Transportation**.

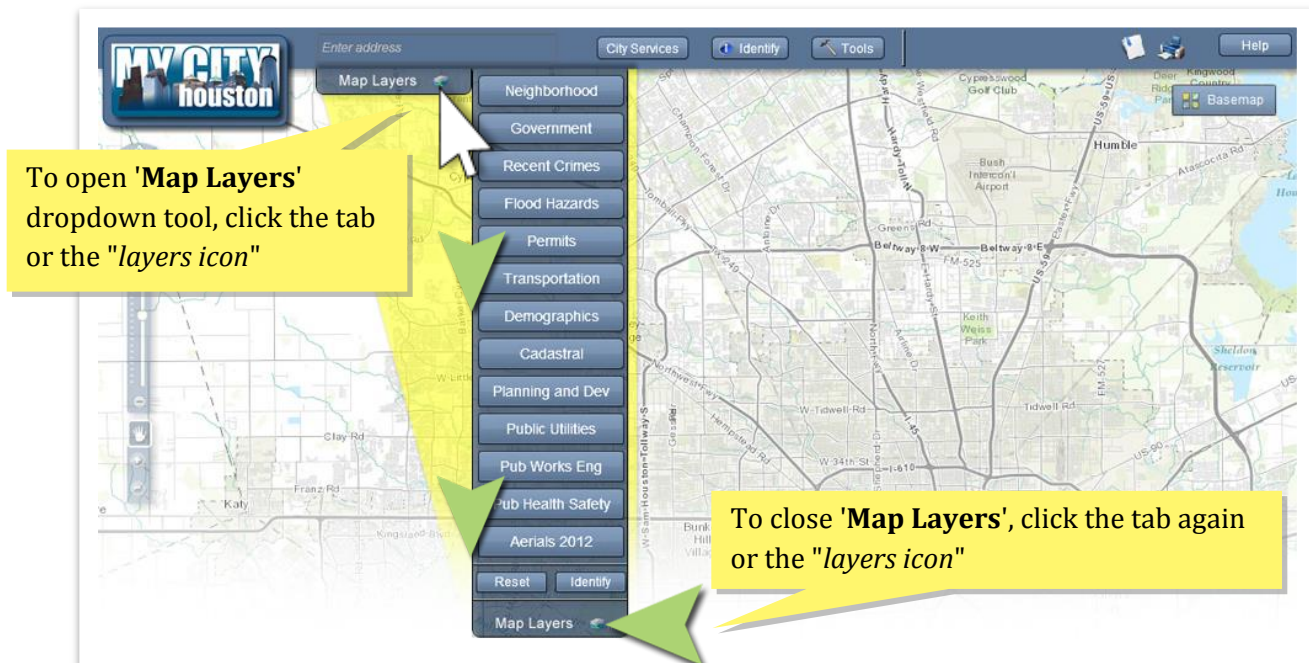


Figure 7. The Map Layers Dropdown Menu.

*Note: The City's GIS data are constantly updated. The Enterprise GIS team assures that the data in this application will be updated as new datasets from different departments are received on a regular basis. The categories within the 'Map Layers' are representations of when it was set up.*

### Map Layer Transportation

Click on the '**Transportation**' button opens the '**Transportation Panel**' and the sub-category (or several sub-categories) of the layer visibilities. To view data, check the "**boxes**" for the layers that you would like **My City** to locate. Scroll down to see other layers hidden within the panel, see "A".





The **example** above shows '**Transportation**' selected with Layer Visibility, Legend and Data Layers displayed.

Figure 8. The Map Layers Dropdown Menu: example, the Transportation, Map Data Panel.

**My City Houston, Version 2** displays legends within the '**Map Layer's Category Panel**' instead of the separate panel in **Version 1**. Each data is represented with '**Legends**' which are symbology keys to the layers that you currently view.

For more information about using '**My City 2's Map Data Layers**', download the **My City 2 User Guide** document from the '**Help Menu**' or the '**Help Tab**' on the splash screen. It can also be found on the web at <http://mycity.houstontx.gov/home/documents.html>

## Using the City Services

The '**City Services**' tool provides the important services of **Neighborhood, Emergency and Crime Services**. '**City Services**' search tool provides information from an address, point or map center of a specific location, and locates that information onto the map layer. Some of the layers include Schools, Libraries, Museums, Parks, Recycling Centers, Fire Stations, Hydrants, Hospitals, and Crime within the last 30 days, etc.





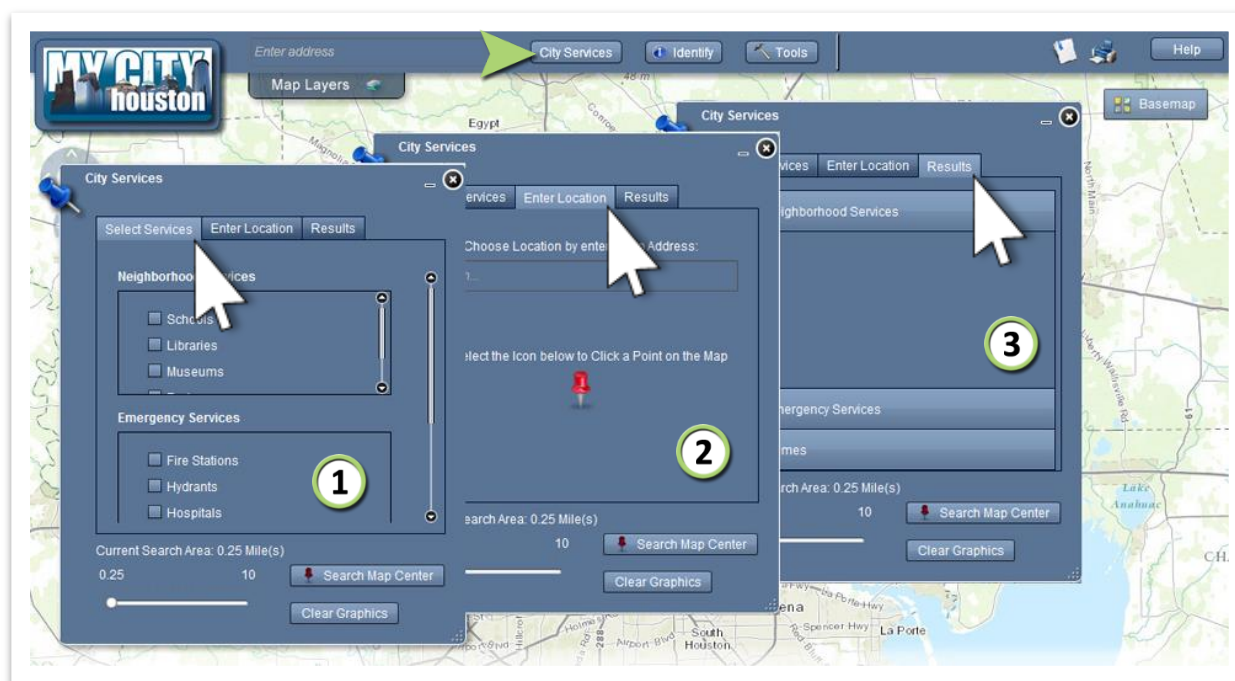


Figure 9. The City Services Panels: Select Services, Enter Location, and the Results.

City Services consists of three (3) panels.

1. **Select Services** – includes **Neighborhood, Emergency & Crime** (Last 30 Days) Services
2. **Enter Location** – choose location by entering an **Address, Point** or **Map Center**
3. **Results** – display results of the selected services when performed

My City makes it easy to search for City Services' locations as indicated below:

1. Locating an address in the **Address Search** (from the 'Enter Location Tab')
2. By selecting a **Point** on the map (from the 'Enter Location Tab')
3. By **Map Center** from all the three tabs above

For more information about using 'My City 2's City Services', the complete guide -- the **My City 2 User Guide** document can be downloaded from the '**Help Menu**' or the '**Help Tab**' on the splash screen. It can also be found on the web at <http://mycity.houstontx.gov/home/documents.html>







Figure 10. The City Services Panel: the Results.

## Using the Identify Tool

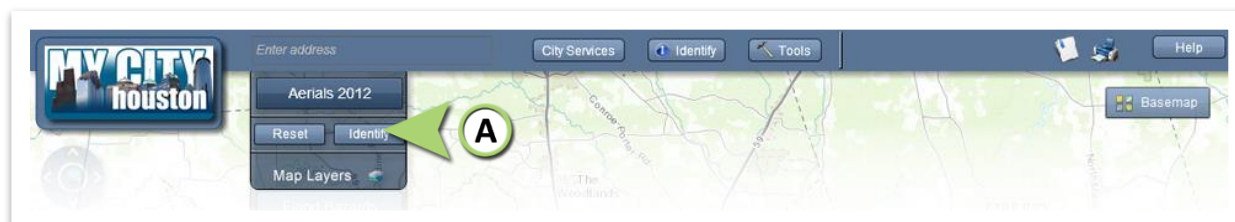


Figure 11. The Map Layers' Identify Tool.

The '**Identify Tool**' is located within the '**Map Layers Menu**' from the **Main Tool Bar**, (see "A"). Clicking the '**Map Layers Menu**' tab, or the '**layers icon**' to access the dropdown tool for the variety of options. It is a tool that, when applied to a feature (by clicking it), opens a window showing that feature's attributes.

The '**Reset Tool**', located left of the '**Identify Tool**' hides all layer visibilities displayed on the map (using the '**Map Data Layers Menu**' features). Click the "**Reset**" button. It will be reset all at once.





Figure 12. The Main Tool Bar's Identify Tool.

The '**Identify Tool**' is also located right of the '**City Services**' button on the **Main Tool Bar**, (see "**B**"). It is a tool that, when applied to a feature (by clicking it), opens a window showing that feature's attributes.

Click on the '**Identify Tool**' button will open the '**Search**' panel.

You can search by selecting the **Identify by Point**, **Identify by Polyline**, **Identify by Rectangle** or **Identify by Polygon** tools from the list of icons.

Identify dropdown list options include:

- **Park and Ride Locations, 2010 Census Tracts, Bike Routes, Metro Rail Lines, Metro Rail Stations, Airports, and Bus Routes.**

## Using the Tools Menu

Click the '**Tools**' button to access the '**Layer Tools Menu**' panel. The '**Tools**' panel is made up of several categories.



## My City 2 Working with the Interface and Menus Guide



Figure 13. The Main Tool Bar's Tools.

### Tools panel options include:

- **Search:** For Features of Maps Layers and Addresses
- **Data Tools:** To Add Layer and Data Extract
- **Map Tools:** To Measure, Map Coordinates, and Google Street
- **Graphic Tools:** To Draw and add layers to the map and Charts Layers
- **Other:** Displays History Layers, Useful Links and Imagery

Figure 14. The Basemap (below).

### Basemap

A basemap provides a background of geographical context for the content that you want to display in a map. When you view a map, you can choose which basemap you want to use. You can change the basemap of the current map at any time by using the basemap gallery.

The basemap gallery includes a variety of choices including topography, imagery, and streets.

The '**Topographic**' map is the *default* Basemap display mode.

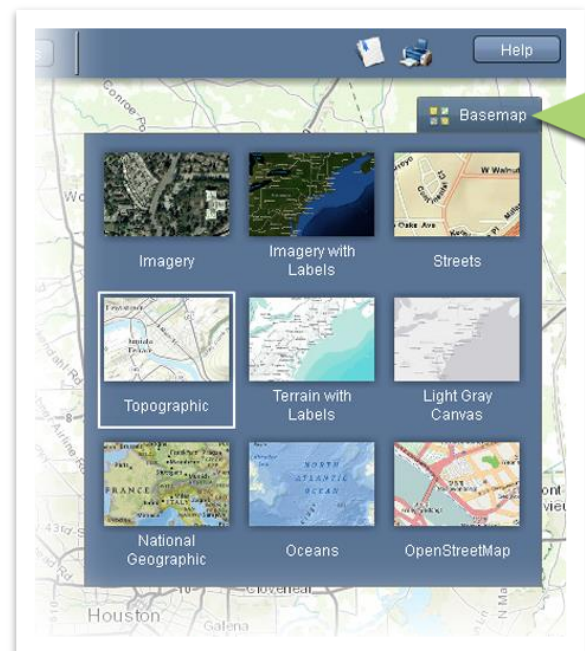


Figure 15. The Bookmark's Tool (below).

## Bookmarks

Viewers can Bookmark favorite sites within the **My City 2** mapping application. The tool allows the user to save bookmarks for the specific areas of interest. They are specific to that one computer and user.

Clicking the '**Bookmark**' icon from the '**Instant Access Tools**' will open the panel. The '**Bookmark**' icon is just above the '**Basemap**' panel.



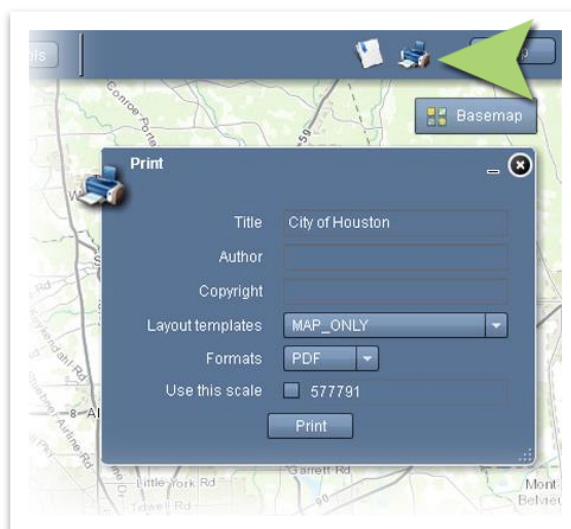
Figure 16. The Print Tool (below).

## Print

Viewers can print the map and its contents including the legends and scale factor information from the **My City 2** interactive mapping application.

### Print Formats options include:

- **PDF** – Creates the map in Adobe PDF document format. To download the PDF document, click on '**File**' from the menu bar, and then '**Save As**'. To '**Save a Copy**', choose a location on your computer.
- **PNG 32 Bit** – Creates and embed the 32 bit PNG image on the web browser.





## My City 2 Working with the Interface and Menus Guide

- **PNG 8 Bit** – Creates and embed the 8 bit PNG image on the web browser.
- **JPG** – Creates and embed the JPG image on the web browser.
- **GIF** – Creates and embed the GIF image on the web browser.
- **EPS** – Creates the map in EPS image format.
- **SVG** – Creates the map in SVG image format.
- **SVGZ** – Creates the map in SVGZ image format.

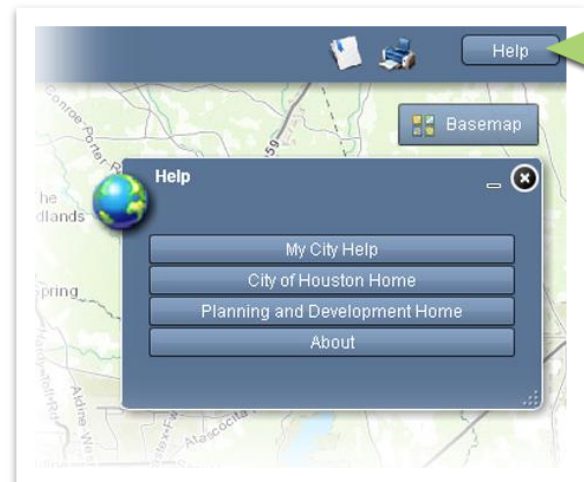
You can choose to save the map, and create an Adobe PDF document format or other image options from the dropdown menu. And, you can also select the "use the map scales" preset. Click the '**Print**' button when ready.

Figure 17. The Help Menu (below).

### Help

Documents for download are available in the '**Help**' tab upon accessing the **My City Main Splash Screen**, the **Welcome/Disclaimer screen**. To find out more information, see the "**Using the Application**" section above.

Clicking the '**Help Menu**' button from the '**Instant Access Tools**' provides other helpful instructions and sites. The '**Help**' button is just above the '**Basemap**' panel.



- **My City Help** – Download the Help Document.
- **City of Houston** – The official '**City of Houston eGovernment Center**' site.
- **P&D Home** – The P&D site.
- **About** – Download **The My City 2 Overview** document.

### Legends

'**Legends**' are symbology keys to represent the data layers that are currently viewed in **My City**. Legends can be symbols represented by filled boxes, outlines, dots, symbols, icons or lines and come in different colors and shades etc. **My City Houston, Version 2** displays legends within the '**Map Layer's**' category panel(s).



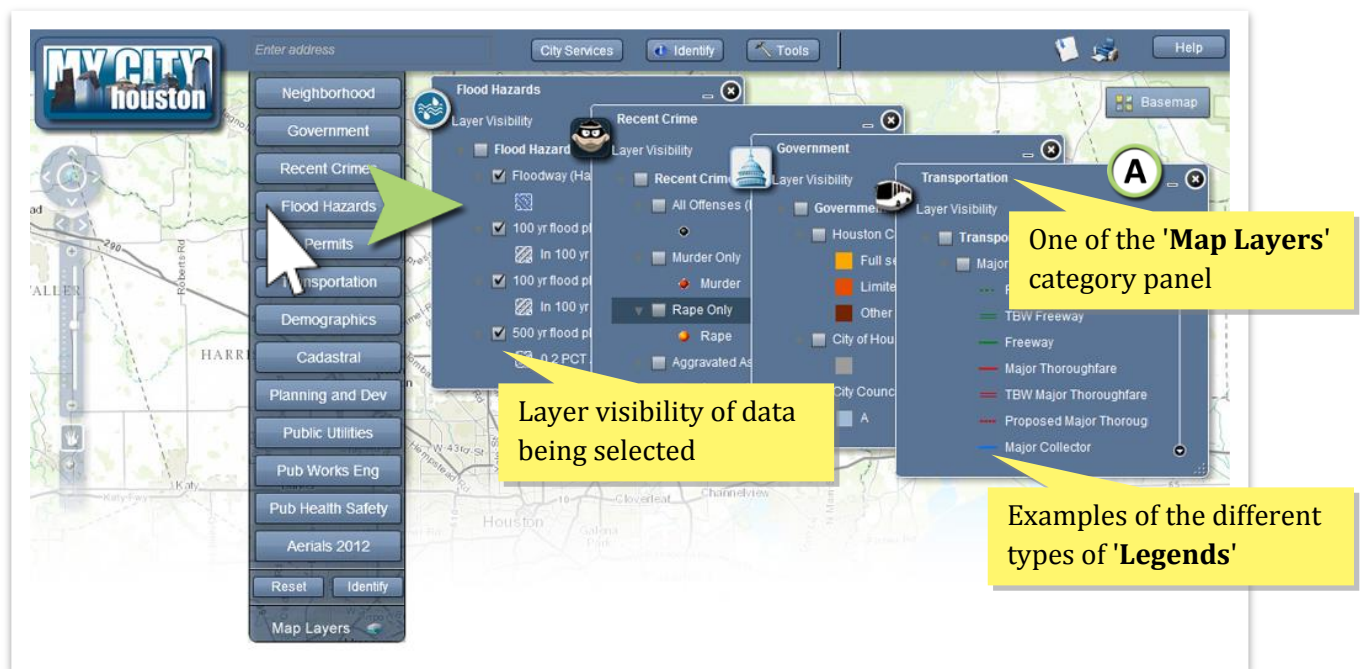


Figure 18. The Map Layers Legends' Panels.

### Minimize & Close Legends

To **"minimize"** the '**Legend**' panel, click on the **"minus"** icon (below, **"B"**), and the '**Legend**' will be in a new minimized state (see, **"C"**). To restore the '**Legend**' panel, click the icon(s) as indicated (see arrow at **"C"**).

To close the '**Legend**' panel, click on the **"X"** icon (see arrow at **"B"**). To restore '**Legend**', open it from the '**Map Layers Menu**' dropdown tool again (see **"D"**).



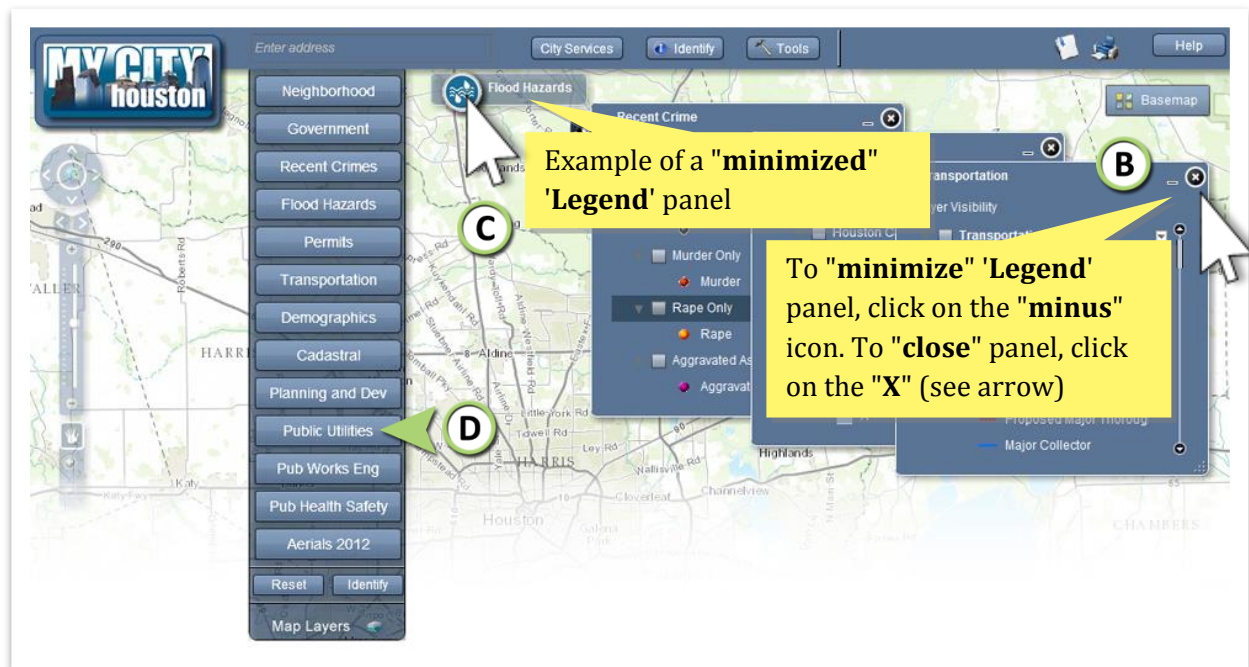


Figure 19. Minimizing, Maximizing, and Closing the Map Layers Legends Panels.

## IMPORTANT:

For more information about using 'My City 2', the complete guide -- the **My City 2 User Guide** document can be downloaded from the 'Help Menu' or the 'Help Tab' on the splash screen. It can also be found on the web at <http://mycity.houstontx.gov/home/documents.html>

